

# Postsecondary Programs

## Title: Certification

The State Division of Professional-Technical Education is responsible for prescribing qualifications of postsecondary teachers, counselors, and administrators in the Professional-Technical Education system.

Professional-technical educators in Idaho are required to hold a certificate in order to teach or administer Professional-Technical Education courses and programs. This responsibility is found in Idaho Statute 33-2203 for Vocational Education, requiring the State Board of Education to "... prescribe qualifications for teachers, directors and supervisors for such subjects, and to have full authority to provide for the certification of such teachers, directors and supervisors, subject to the laws and rules governing the state board of education; ...". The State Board of Education further states that teachers of professional-technical classes or programs in secondary and postsecondary schools must hold an endorsement in an appropriate occupational discipline (IDAPA Rule 08, Title 02, Chapter 02, Section 070.03). The State Board of Education has delegated the responsibility of establishing and maintaining these certification standards and processes to the Division of Professional-Technical Education.

Professional-technical educators must demonstrate their skills and knowledge in professional-technical programs through the certification process. This process relies on documented experience in industry and coursework. Each professional-technical college advertises its own vacancies and maintains its own employment procedures. All applicants must meet the institutional hiring standards, one of which is teacher certification for faculty and administrators.

### **Types of Postsecondary Professional-Technical Education (PTE) Certificates**

There are three levels of postsecondary Professional-Technical Education certificates: instructor, administrator, and counselor/career guidance.

Instructor certificates: There are three types of PTE instructor certificates with endorsements:

- (1) Limited Occupational Specialist – 3 year, non-renewable
- (2) Standard Occupational Specialist – 5 year, renewable
- (3) Advanced Occupational Specialist – 5 year, renewable

Administrator certificates: There are two types of PTE administrator certificates with endorsements:

- (1) Interim Administrator Certificate – 1 year, renewable twice
- (2) Administrator Certificate – 5 year, renewable

Counselor/Career Guidance certificates: There are three types of PTE counselor/career guidance certificates:

- (1) Standard Career Guidance Advisor – 5 year, renewable

- (2) Limited Counselor Certificate – 3 year, non-renewable
- (3) Standard Counselor Certificate – 5 year, renewable

### **Processes for Obtaining a Postsecondary Certificate**

Postsecondary certification Application Forms can be downloaded at [www.pte.idaho.gov/certif](http://www.pte.idaho.gov/certif) . To obtain an initial certificate a person must:

- (1) Read the regulations and requirements carefully in the Postsecondary Professional-Technical Faculty & Administrators Manual to make certain you meet minimum qualifications.
- (2) Submit an application on the form (Application Form C1). All information requested on the application form must be supplied.
- (3) Provide official transcripts of all college preparation. Transcripts submitted become a part of the permanent certification record maintained by the Division of Professional-Technical Education.
- (4) Send the \$35.00 application fee with each initial and renewal application request. The check or money order is payable to the Idaho Department of Education. All certificates are issued on the same date, September 1, of the current year regardless of when the application is submitted.
- (5) Credentials are usually issued within 10 days after the completed application, fee, and official transcripts are received by the credentialing office.

### **Processes for Renewal of Certificate**

All Idaho postsecondary professional-technical certificates, except the Postsecondary Limited Occupational Specialist Certificate and the Postsecondary Limited Counselor Certificate, are renewable. Application for renewal must be submitted on the Application Form C1. Applications for renewal should be made between January 1, and August 31, of the year in which the credential expires.

Six semester credit hours or equivalent activities are required for recertification. Professional development hours, such as industry experience, workshops, seminars, and/or conferences, must be approved by your supervisor using the Postsecondary Professional Development Activities for Occupational Specialist Certification form, Form C2, or the professional development form used by the college. Fifteen clock hours of professional development in-service/activity units equal one semester hour of university credit. Professional development university credits or in-service units may not be carried over from one certification period to another.

An official certification file is maintained at the Division of Professional Technical Education of applications and professional development activities.

Renewal applicants should:

- (1) Complete an Application Form and submit it to the address at the top of the form.

- (2) Attach an application fee of \$35, check or money order, payable to the Idaho Department of Education.
- (3) Submit university transcripts and/or approved professional development activities forms which are used to officially document state recertification requirements.
- (4) Develop a professional development plan- use Form C3 in Section IV or the college form, and submit it to the college administrator(s) responsible for monitoring professional development. The original plan is filed on campus but a copy may be sent to the professional-technical Certification Officer for filing in the individuals' certification file, if requested.

### **Expired Certificates**

When a valid credential has been allowed to expire, a person must apply for reinstatement and meet the current certification requirements.

### **Holders of 9-12 Certificates**

Holders of the Idaho Standard Secondary Certificate endorsed in the appropriate Professional-Technical Education field of study are certified to teach at the postsecondary level.

### **Out of State Certificates**

Except for a high school teaching certificate issued by another state under NCATE guidelines, all applicants for postsecondary certification will be evaluated and approved solely on state guidelines.

### **Credentialing and Program Funding**

All Idaho full-time postsecondary instructors and administrators employed to work with state reimbursable professional-technical classes/programs must hold an appropriate Idaho Certificate. Part-time or adjunct faculty certification requirements will be determined on an individual basis by the dean of the college or the dean's appointee. Academic educators teaching only general education courses supporting Associate of Applied Science degrees are not required to apply for professional-technical credentials if they meet institutional standards and are not teaching professional-technical related subjects.

### **Revision of Certificate Level or Endorsement**

When an individual has completed and documented the requirements and can move to a higher certification level or desires to add endorsements, they should submit an Application Form and request a credential reprinting to reflect the change. A fee of \$35.00 is charged to issue the higher level certificate and a fee of \$25.00 is charged to add endorsements.

Contact the postsecondary institutions or Dave Dean, Certification/Professional Development, 208-208-334-3216, or [ddean@pte.idaho.gov](mailto:ddean@pte.idaho.gov).

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